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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration
Washington 25, D. C.

Office of
Research Administrator

July 3, 1950

Staff Memorandum No. 2

Letters of Authorization for F.Y. 1951

The general letters of authorization for the F.Y. 1951 have been prepared for those members of the staff who have frequent occasion to travel. It will be noted that these letters differ from those of previous years in that there is no indication of the total amount which will be allowed for the travel of each individual. This change is for two reasons: First, we do not at this time know how much money will be available for travel under the Appropriation Bill as it finally passes and, second, past experience indicates the necessity for frequent revision of amounts originally included in the letters.

It is requested that each recipient of a letter of authorization submit to this office (for Mr. Spencer's attention), not later than July 19, his best estimate of the trips which he considers it necessary to make during the year and the cost of such travel. This will permit us to make as good an adjustment as possible between travel needs and funds available for that purpose. Before making specific commitments for any trip the prospective traveler should check with the Budget Office (Mr. Struttman or Mr. Lejko) to make sure that necessary funds are available.

It will also be noted that the general letters of authorization do not provide for travel by means of personally-owned automobile, except for those persons who make frequent use of their cars in traveling between Washington and the Agricultural Research Center at Beltsville in connection with service to visitors. In view of the broad scope of both area and time permitted by these letters it did not seem desirable to give general authority for the use of personally-owned automobiles. In case any staff member wishes to make use of personally-owned car on a specific trip he should submit a request for such authorization supported by the reasons for the proposal, and upon approval a specific amendment can be issued to his letter of authorization.

P. V. Cardon
Administrator

